

TITLE: Environmental Services Director

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DEPARTMENT: Environmental ServicesREPORTS TO: City Manager

SUPERVISES: Parks and Recreation Division Manager, Public Works Manager (Sanitary Sewer and Wastewater Treatment Plant Division Manager, Stormwater Division Manager, Water Division Manager, Transportation Division Manager), Program Coordinator, Customer Relations Supervisor, Office Supervisor I, and Civil Engineer III

DEFINITION:

Plans, organizes, and directs the operations of the transportation, water, sanitary sewer, storm water and wastewater treatment systems. Plans, organizes, and directs the parks and recreation functions for the City. Serves as a member of the Executive Group.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Directs department operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.

Provides managerial leadership and directs the selection, supervision and evaluation of department staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters.

Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the Environmental Services Department in compliance with City standards and federal, state, and local laws.

Prepares and administers the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.

Directs and develops short and long range plans, goals and objectives for departmental systems and activities. Develops and reviews master plans.

Directs the engineering, construction, operations, and maintenance of water, sewer, storm water and transportation systems. Develops and oversees the design and construction of capital improvements for each of the systems.

Oversees the parks and recreation services for the City including capital improvements, park and open space acquisition, and operation and maintenance, and the recreation program.

Oversees the operations of the wastewater treatment plant; directs the pretreatment program in accordance with state and federal guidelines.

Directs the solid waste program for the City; develops goals and objectives for the program and assures compliance of practices and procedures with state and local laws. Monitors the licensed solid waste collection system; plans and implements the solid waste reduction and recycling program.

Oversees the engineering review function for all development applications for compliance with City development standards. Coordinates public facility review.

Oversees a customer relations program for department activities; develops and coordinates citizen involvement activities. Develops and directs public education efforts.

Participates as a member of the Executive Group to provide input on City operations and communications; directs the integration of assigned functions into overall City goals, objectives, and strategies.

OTHER JOB FUNCTIONS

Coordinates all department services with other departments and governmental agencies. Represents departmental divisions at various committees and commissions, both local and state-wide.

Analyzes and recommends improvements to existing operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

Provides technical support to the City Manager, Mayor, and City Council including the interpretation and application of policy and procedure, developing recommendations regarding infrastructure improvements, and interpretations of legislated changes as they affect assigned functions.

Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.

Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment but also requires traveling to meetings.

QUALIFICATIONS:Knowledge of:

- Practices, principles, procedures, regulations, and techniques as they relate to all assigned functional areas.
- Fiscal management, including budget preparation, expenditure control, and record keeping.
- Management and supervisory principles and practices.
- Current and proposed legislation and laws of the local, state, and federal governments that affect the Environmental Services department.

Ability to:

- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Develop departmental goals and objectives and to direct, conduct and implement planning activities.
- Analyze and evaluate department operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with senior City management, employees, Council members, other agencies, and the general public.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Physical ability to perform the essential job functions.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in public administration, civil engineering or related field and eight years of management and/or supervisory experience, with at least three years at the senior management level.

Licenses, Certificates, and Other Requirements

Valid driver's license.